

CONFIDENTIAL

Security Information

Approved For Release 2000/08/16 : CIA-RDP80-00679A000100010093-4

(PROPOSED NOTICE)

NOTICE

SUBJECT: Determination of Career Designations

25X1A

1. General

In order to fix responsibility for the career planning of Agency personnel, all career employees, defined as Staff Employees and Staff Agents, will be given a "Career Designation". This Notice outlines criteria and procedures for the initial assignment of Career Designations to all Staff Employees. Career Designations will be subsequently assigned to Staff Agents under a separate procedure, and permanent policies and procedures for establishing, recording and changing Career Designations will be prescribed in a forthcoming Agency Regulation.

2. Principles

a. Criteria for Making Initial Career Designations

(1) The Career Service Program is predicated on the placement of career employees under the Career Service Board which corresponds to the type of work officially assigned. This basic principle will normally apply in the assignment of Career Designation.

(2) An employee may be assigned the Career Designation of an Office other than the major component to which he is attached in order to reflect more nearly the nature of the employee's long-term employment.

(3) Career employees will be given an opportunity to express their personal preference in the determination of initial Career Designations. Although an expression of personal preference will not necessarily control the final assignment of an individual's Career Designation, it will be given full consideration. In making the initial Career Designation, an individual shall be assigned to his present Office Career Service Board if he expresses a desire to continue under its jurisdiction and is acceptable to his Office Board.

(4) In doubtful cases concerning clerical personnel, consideration will be given to assigning them the same Career Designations as that designated for their supervisors.

CONFIDENTIAL

Security Information

Approved For Release 2000/08/16 : CIA-RDP80-00679A000100010093-4

b. Changing Career Designations

Career Designations shall be subject to continuing review, and there shall be a uniform Agency-wide procedure for changing Career Designations of individuals whose training, personal desire, or experience make such a change appropriate.

c. Notifying Employees of Career Designations

The Assistant Director (Personnel) will insure that each career employee is informed of his current Career Designation.

3. Career Designations

The Career Designations in the CIA are as follows:

<u>Career Designation</u>	<u>Organizational Component</u>
CD - TR	Office of Training
CD - CO	Office of Communications
CD - P	Deputy Director (Plans)
CD - FI	Foreign Intelligence Staff
CD - TS	Technical Services Staff
CD - I	Deputy Director (Intelligence)
CD - NE	Office of National Estimates
CD - CD	Office of Collection and Dissemination
CD - RR	Office of Research and Reports
CD - CI	Office of Current Intelligence
CD - SI	Office of Scientific Intelligence
CD - OO	Office of Operations
CD - A	Deputy Director (Administration) and Office of General Counsel
CD - PE	Personnel Office
CD - HF	Office of Comptroller
CD - LO	Logistics Office
CD - GS	Office of General Services
CD - ME	Medical Office
CD - SE	Security Office

4. Procedures

a. Career Employees on Duty Through 24 April 1953

(1) The Assistant Director (Personnel) will provide the Head of each of the five major components with a roster of all Staff Employees officially assigned to Tables of Organization under his jurisdiction through 24 April 1953. These rosters will be arranged by Office and will indicate each individual's name, grade and position title.

(2) It is requested that these rosters be returned to the Assistant Director (Personnel) by 22 May 1953, showing appropriate tentative Career Designations.

(a) Staff Employees who have separated or have been reassigned to another component, subsequent to the preparation of the listing, will be noted accordingly on the roster.

(b) All names appearing on a roster that should be referred to another component for the assignment of Career Designations will be checked and the appropriate Office identified.

(c) If there is any Staff Employee listed on a roster for whom a Career Designation cannot be determined and if there does not appear to be another component that can recommend a suitable Career Designation, the individual's Career Designation will be stated as undetermined by use of the symbol UD.

(3) Arrangements will be made by each of the five major components for informing individuals within their jurisdictions of the tentative Career Designations assigned to them. Employees will also be informed of their subsequent right to initiate a request for change in Career Designation. Within the limits of time available for preparation of the rosters, the proposed Career Designations will be discussed with the Staff Employees concerned prior to listing the Career Designations on the roster in order that individual preferences can be stated at that time.

(4) In cases of disagreement between organizations within one of the five major components, concerning an individual's official Career Designation, it shall be determined by the Head of the major organizational component.

(5) In addition to the listing specified in 1a(2), above, each of the Heads of the five major components will submit a supplementary listing containing the names of employees who are currently assigned to another of the five major components, but who, in the opinion of the major component Head, should receive a Career Designation in his

component. The name, grade, official position title, current organizational assignment, and tentative Career Designation of each such individual should be indicated on the listing.

(6) The Assistant Director (Personnel) will coordinate between the components involved all Career Designations assigned by one major component to Offices in another component. In all cases where a major component indicates on its roster that an employee's name should be referred to another component for a Career Designation, the Assistant Director (Personnel) will coordinate the recommendation for concurrence. If two or more components have divergent opinions concerning the assignment of an employee's Career Designation, the Assistant Director (Personnel) will coordinate the issue between the components involved.

(7) Following the action prescribed in paragraph (6) immediately above, the Assistant Director (Personnel) will transmit supplemental listings covering such cases to the major organizational components involved. Each component will advise the Staff Employees under its jurisdiction of their Career Designations.

b. Career Employees Entering on Duty 27 April and Thereafter

(1) Beginning on 27 April 1953 and thereafter, the Assistant Director (Personnel) will assign and record an appropriate Career Designation for each new Staff Employee entering on duty. These designations will be shown in Item 14 of Standard Form 50, Notification of Personnel Action (or Standard Form 52, as appropriate) for each career employee appointed on or after 27 April 1953.

(2) The administrative office initiating the appointment action for the individual will recommend an appropriate Career Designation in Item 14 of Standard Form 52, Request for Personnel Action.

(3) The criteria outlined in section 2a above will be followed in making the determination, and each Career Designation will be subject to the review of the Office or Offices concerned.

c. Career Designations will also be recorded on employee record cards, maintained by the appropriate administrative offices.

d. Whenever an employee's Career Designation is to be changed as a result of a reassignment, this information will be entered by the Office concerned in Item 14 of Standard Form 52, requesting the reassignment. The Personnel Office will show an employee's Career Designation in all subsequent official personnel actions affecting him.

- 4 -

CONFIDENTIAL  
Security Information

CONFIDENTIAL

Approved For Release 2000/08/16 : CIA-RDP80-00679A000100010093-4

e. Career Designations will be posted when appropriate on the machine records maintained by the Machine Records Branch of General Services, to facilitate the preparation of current listings showing such designations.

f. An employee may submit a request for a change in his initial Career Designation by submitting a memorandum of request to his current Office Career Service Board.

(1) The memorandum, consisting of an original and four copies, will stipulate the desired Career Designation, and will state fully the reasons for the request.

(2) The memorandum will be forwarded through administrative channels to the employee's present Career Service Board for review.

(3) The Career Service Board will make appropriate comments, sign the copies and forward them through the Assistant Director (Personnel) to the other Career Service Board involved for its consideration.

(4) If the latter Board concurs, it will sign the copies of the memorandum and transmit them to the Personnel Office for recording and distribution to the Official Personnel Folder, Machine Records Branch, when appropriate, and the two Offices concerned. If the Board does not concur in the requested change, the employee will retain his current Career Designation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

- 5 -

CONFIDENTIAL  
Security Information

Approved For Release 2000/08/16 : CIA-RDP80-00679A000100010093-4